



# **BURLINGTON CITY COUNCIL WORK SESSION AGENDA**

**August 14, 2017**

**Municipal Building Conference Room  
425 S. Lexington Avenue, Burlington, NC (222-5022)**

**5:00 PM**

## **A) Greenways & Bikeways Plan**

Available here: <http://burlingtongreenwaysbikewaysplan.weebly.com/draft-plan.html>

**Jason Reyes**

*Senior Planning Associate, Alta Planning and Design*

**Lisa Wolff**

*Assistant Director, Recreation and Parks*

## **B) Quick Hitter Trail Projects Report**

**Lisa Wolff**

*Assistant Director, Recreation and Parks*

## **C) Proposed Expansion – Burlington-Alamance Airport Sewer Service**

**Peter Bishop**

*Economic Development Director*

**Dan Danieley**

*Director, Burlington-Alamance Airport Authority*

## **D) Burlington Beer Works, Main Street Solutions Grant**

**Peter Bishop**

*Economic Development Director*

**Jessica Pasion**

*Executive Director, Burlington Downtown Corporation*

**Sharon Dent**

*President, Burlington Beer Works Cooperative*

## **E) Bloomberg Mayors Challenge 2017**

**Amy Nelson**

*Director of Planning and Community Development*

**Rachel Kelly**

*Director of Public Policy*

## **F) Informal Discussion of Interest in Allowing Sunday Morning Alcohol Sales in Burlington**

## **G) Boards and Commissions Report**

- Planning and Zoning Commission – None
- Traffic Commission – None
- Public Transit Advisory Commission (PTAC) – None

## **H) City Manager Comments**



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## INTEROFFICE MEMORANDUM

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**TO:** Hardin Watkins, City Manager  
**FROM:** Lisa Wolff, Assistant Director of Recreation & Parks  
**SUBJECT:** City Council Work Session – **Greenways & Bikeways Final Draft Plan Presentation**  
**DATE:** August 6, 2017  
**CC:** Beverly Smith, Nolan Kirkman, Mike Nunn, Amy Nelson, Tony Laws, Renee Ward, Rachel Kelly, Bob Patterson, Jeff Smythe, Peter Bishop

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Over the past year our staff team, along with members of a Steering Committee have been working diligently to develop a Greenways and Bikeways plan for the City which has come as the result of the City Council's priority initiatives from the 2016 Goal Setting Workshop. That initiative was focused on improving connectivity throughout the city as identified in Destination Burlington.

On December 6, 2016, City Council approved a contract with Alta Planning + Design to lead the way in the development of an in depth plan studying potential greenway and bike paths across the city. After a thorough process which included numerous opportunities for public input, guidance from the steering committee and staff, Alta is now in a position to present the final draft plan to the City Council.

It is our request to have Jason Reyes and the Alta team present the plan to City Council during the August 14<sup>th</sup> Work Session. All Council members received hand delivered copies of the final draft on Thursday, August 3<sup>rd</sup> for their review prior to the Work Session. No action is needed or expected this month.

Please advise if there are any additional questions or concerns regarding the plan.



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## INTEROFFICE MEMORANDUM

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**TO:** Hardin Watkins, City Manager  
**FROM:** Lisa Wolff, Assistant Director of Recreation & Parks  
**SUBJECT:** City Council Work Session - **Quick Hitter Trail Presentation**  
**DATE:** August 6, 2017  
**CC:** Beverly Smith, Nolan Kirkman, Tony Laws, David Bowman

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Over the past year, our staff team has been working diligently to develop a plan for improving existing trails within Fairchild Park, City Park and Springwood Park. This plan has been part of the Council's priority initiatives from the 2016 Goal Setting Workshop where the focus was on improving connectivity throughout the city. The staff team collaborated and determined that we could begin with improving existing trails within parks followed by a plan on a much larger scale for a city wide greenways and bikeways master plan.

On October 3, 2016 City Council approved a contract with Stewart Engineering to begin work on the Quick Hitter project. After numerous visits in the field with the consultants and City staff, a workable plan has been developed that has the potential of being completed over the next twelve months through a combination of in-house work with the Public Works, Engineering and Recreation & Parks. Conducting this work in-house is estimated to save the City approximately \$418,000. Staff have compiled the proposed maps and cost estimates which are included in the packet.

We would like to have the opportunity to present the overall Quick Hitter plan during the August 14<sup>th</sup> Work Session. Please advise if there are any additional questions or concerns regarding the plan. Maps of the trail improvements within each facility as well as cost breakdown will be included in the presentation. It would be our goal, to have Council approve a budget amendment to begin the work this summer. A request for a budget amendment has been sent to Peggy Reece in the event the Council would like to add it to their August 15<sup>th</sup> meeting agenda.

Thank you and please let me know if you have any questions.



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## INTEROFFICE MEMORANDUM

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**TO:** Peggy Reece, Director of Finance & Risk Management  
**FROM:** Lisa Wolff, Assistant Director of Recreation and Parks  
**SUBJECT:** Greenway "Quick Hitter" Budget Amendment  
**DATE:** August 7, 2017  
**CC:** Beverly Smith, Nolan Kirkman, Tony Laws, Hardin Watkins, David Bowman

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On October 3, 2016, the City Council approved a contract with Stewart Engineering to complete trail design and improvements within City Park, Fairchild Park and Springwood Park. Stewart has completed their work and with the help of the City's Engineering Department the plans and estimate are completed. Staff will present the plan to City Council at the August 14<sup>th</sup> Work Session and if Council is amenable a budget amendment will be added to the August 15<sup>th</sup> Council agenda so the work can commence this summer. Details for the cost estimates are listed below.

Park	City Forces Asphalt & Granite Fines	Contractor Fees Asphalt & Granite Fines
City Park	132,996	168,635
Fairchild Park	142,686	282,906
Springwood Park	184,350	342,641
Trail Signage (27 signs)	23,000	23,000
15% Contingency	72455	127,077
Total Projected Costs	555,487	974,259
City Force Savings	418,772	

Please create a budget amendment for the Quick Hitter project in the amount of \$555,487. If I can answer any additional questions, do not hesitate to contact me. Please advise me on the next steps moving forward.

# ***INTEROFFICE MEMORANDUM***

## ***FINANCE & RISK MANAGEMENT DEPARTMENT***

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**TO:** Mr. Hardin Watkins, City Manager

**FROM:** Peggy Reece, Director of Finance & Risk Management

**SUBJECT:** Budget Amendment 2018-11 - Quick Hitter project

**DATE:** August 9, 2017

Attached is a memorandum from Lisa Wolff, Assistant Director of Recreation and Parks regarding the Quick Hitter project. The Recreation Department gave a presentation at the August 14<sup>th</sup> Work Session that outlined the major elements of the proposed master plan. The attached memo further develops the details of the plan to generate cost estimates.

Please ask the City Council to amend the 2017-2018 Budget at its August 15<sup>th</sup> meeting as follows.

### BA2018-11

#### Increase Revenues:

01009000-30700 Operating Transfer In	\$555,500
01517000-39998 Appropriated Fund Balance	555,500

#### Increase Expenditures:

01072726-47300 Capital - Other Improvements	\$555,500
01540000-49100 Operating Transfer Out	555,500

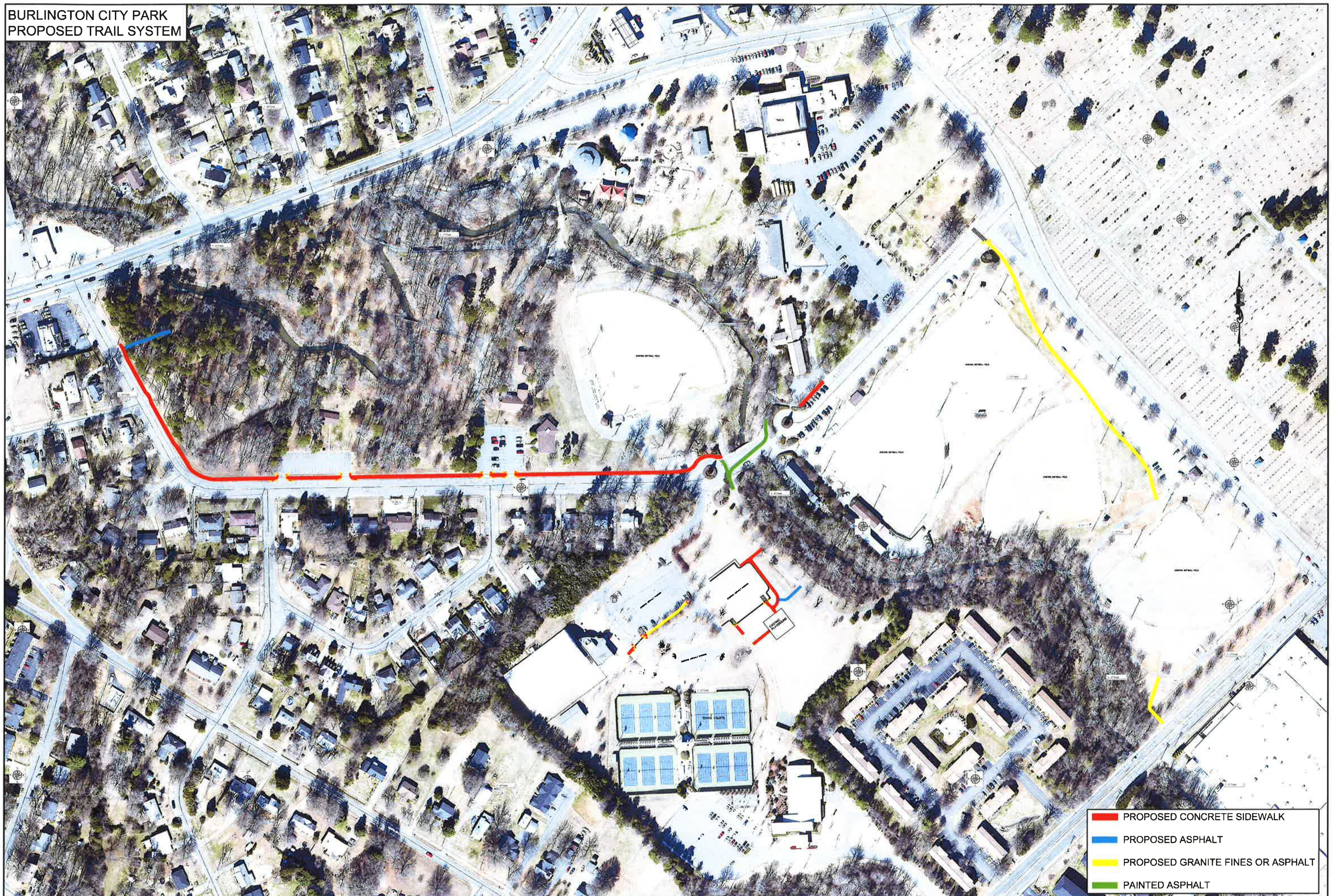
Attachment

cc:

David Bowman, Senior Civil Engineer  
Hal Hayes, Purchasing/Facilities Manager  
Nolan Kirkman, Director of Development & Technical Svcs.  
Tony Laws, Director of Recreation and Parks  
Lisa Wolff, Assistant Director of Recreation and Parks  
Renee Ward, City Clerk  
Beverly Smith, Deputy City Clerk



BURLINGTON CITY PARK  
PROPOSED TRAIL SYSTEM






- PROPOSED CONCRETE SIDEWALK
- PROPOSED ASPHALT
- PROPOSED GRANITE FINES OR ASPHALT
- PAINTED ASPHALT



**FAIRCHILD PARK  
PROPOSED TRAIL SYSTEM**

PROPOSED CONCRETE SIDEWALK  
PROPOSED ASPHALT  
PROPOSED GRANITE FINES OR ASPHALT

 PROPOSED CONCRETE SIDEWALK  
 PROPOSED ASPHALT  
 PROPOSED GRANITE FINES OR ASPHALT



SPRINGWOOD PARK  
PROPOSED TRAIL SYSTEM







**Peter F. Bishop**

Director | Economic Development  
City of Burlington | North Carolina  
(O) 336.222.5147 | (M) 252.722.1556

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**8/6/17**

**MEMORANDUM**

**TO:** Hardin Watkins, City Manager

**CC:** Nolan Kirkman, Director of Development & Technical Services  
Lanny Rhew, City Engineer  
Matt Beckwith, Assistant City Engineer  
Bob Patterson, Director, Water Resources  
Dan Danieleley, Director, Burlington-Alamance Airport

**FROM:** Peter Bishop, Director of Economic Development

**RE:** 8/14/17 City Council Work Session item – Proposed Expansion, Airport Sewer Service

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Staff is requesting an item on the August 14, 2017, City Council Work Session agenda to discuss a proposed expansion to the City sewer system at Burlington-Alamance Airport. The project is being requested to respond to accommodate new construction and current tenant growth needs at the Airport.

The project as proposed would provide City sewer service to hangar developments on the south side of the airport property, in addition to 5 private properties along Anthony Road.

Additional details regarding the request, including cost estimates and options, can be found on the following pages of this memorandum.

Please contact me if you have any questions. Thank you.

Peter Bishop





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**MEMORANDUM****7/14/2017**

**TO:** Hardin Watkins, City Manager  
Nolan Kirkman, Director of Development & Technical Services  
Lanny Rhew, City Engineer

**CC:** Matt Beckwith, Assistance City Engineer  
Bob Patterson, Director of Water Resources  
Dan Danieleley, Manager, Burlington-Alamance Regional Airport

**FROM:** Peter Bishop, Director of Economic Development

**RE:** Expanding Airport Sewer Service

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In May of 2017, Burlington-Alamance Regional Airport Director Dan Danieleley revived discussions with City staff to provide sewer service for existing and new aviation hangars along the south side of the Airport Authority's property, adjacent to Anthony Road.

Currently, corporate and T-hangars located in this area are serviced by septic tanks and drain fields. These older systems have provided the basic necessities for small employee needs for many years. However, as tenants have added more employees and modern, office-like finishes within the hangar spaces, the septic system is no longer capable to meet the needs of the current and future tenants of Burlington-Alamance Regional Airport (KBUY).

These needs are best expressed by LabCorp Aviation's desire to expand their hangar footprint as soon as practicable to accommodate two new Pilatus PC-12 aircraft (for a total of 8 based at KBUY) and consolidate the aviation support staff into more modern, connected facilities. LabCorp and the Airport are in the final planning stages to add a new hangar building which will require public sewer service.

Moreover, there remain at least four additional corporate hangar sites in this area that can lead to additional private, taxable personal and real property investment for the City. While attributing a total economic impact for these developments would be premature at this time, consider that the above mentioned Pilatus P-12 aircraft trade at values between \$3-5 Million used, 12,500 SF hangars built to house large aircraft generally cost \$1.5-2 Million, and larger modern corporate jets can range from \$3-25 Million, depending on the size and age.

In other words, supporting new hangar development through provision of City sewer services could be a boon to the City's tax rolls while also adding aviation services employees and other taxable receipts through fuel sales, rents to KBUY, et al.



With both an immediate need and the potential for significant long-term revenue from expanded aviation facilities, the City and Airport have developed a cost-shared plan to expand sewer services to these hangar areas for the benefit of public and private interests.

The attached engineering plan and budget provided by Matt Beckwith, Assistant City Engineer, shows the recommended design and cost estimates for a new sewer main to service the hangars at KBUY:

- Public Outfall (city cost) to MH-7 = \$383,500
- Private (airport cost) MH-7 to MH-11 = \$122,700

**TOTAL                      \$506,200**

Airport Manager Dan Danieleley has stated that the Airport Authority has received approval from the NCDOT Division of Aviation and the Airport Authority Board to commit their 2017-18 FAA Non-Primary Entitlement Funds, totaling up to \$167,000, to this project. If indeed the Airport Authority contributed all available funds, the cost-sharing would look like this:

- Public Outfall (city cost) to MH-7 = \$339,200
- Private (airport cost) MH-7 to MH-11 = \$167,000

**TOTAL                      \$506,200**

In addition, as we discussed at the City Council 2017 Goal Setting Workshop, Council was amenable to contributing to the capital needs of the airport to support growth and investment opportunities as concrete requests came forward. Further, the public portion of the sewer line project will provide connection potential to five properties along Anthony Road.

Please review the above narrative and attached budget and engineering information to formulate any questions that you or City Council may have.

City and KBUY staff are requesting the opportunity to present this potential sewer line project with City Council at the upcoming August 14, 2017 Work-Session with the approval of the City Manager. We understand time is of the essence to accommodate current expansion plans of KBUY's corporate tenant base and wish to move forward.

I, along with my fellow City staff members, are available to answer any questions that may arise in the review of these documents and plans.

All the best,

Peter Bishop  
Director, Economic Development  
City of Burlington



# CITY OF BURLINGTON

## ENGINEERING ESTIMATE / PROPOSAL

### SANITARY SEWER SYSTEM IMPROVEMENTS

### BURLINGTON ALAMANCE AIRPORT - HANGER ROAD OUTFALL

BID DATE: *NOT SET YET*

ESTIMATE DATE: **7/10/2015**

CONTRACTOR  
ADDRESS

### OUTFALL TO AIRPORT TAXIWAY MH-1 to MH-7

ITEM	ESTIMATED	UNIT		
NO.	DESCRIPTION	QUANTITY & UNIT	PRICE	AMOUNT
1	Mobilization	1 Lump Sum	\$ 20,000.00	\$ 20,000.00
2	Clearing and Grubbing Easement	1 Lump Sum	2,000.00	2,000.00
3	8" VC Pipe 6'-8' Depth, complete in place	300 L.F.	55.00	16,500.00
4	8" VC Pipe 8'-10' Depth, complete in place	450 L.F.	58.00	26,100.00
5	8" VC Pipe 10'-12' Depth, complete in place	700 L.F.	62.00	43,400.00
6	8" VC Pipe 12'-16' Depth, complete in place	280 L.F.	68.00	19,040.00
7	8" VC Pipe 16'-19' Depth, complete in place	500 L.F.	75.00	37,500.00
8	8" DI Pipe 19'-25' Depth, complete in place	300 L.F.	95.00	28,500.00
9	4' Dia. Doghouse Manhole 0'-6' Depth, complete in place	1 Each	5,500.00	5,500.00
10	4' Dia. Standard Manhole 0'-6' Depth, complete in place	7 Each	5,000.00	35,000.00
11	4' Dia Extra Depth Manhole complete in place	28 V.F.	400.00	11,200.00
12	Rock Excavation	50 C.Y.	55.00	2,750.00
13	Incidental Stone	100 Tons	30.00	3,000.00
14	Trench Bedding, Stabilization Stone	100 Tons	30.00	3,000.00
15	Stone Screenings	50 Tons	30.00	1,500.00
16	Fence Relocation /Restoration	1 Lump Sum	50,000.00	50,000.00



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ITEM	ESTIMATED	UNIT		
NO.	DESCRIPTION	QUANTITY & UNIT	PRICE	AMOUNT
17	Temporary Construction Entrance	1 Each	500.00	500.00
18	Temporary Sediment Basin	1 Each	1,500.00	1,500.00
19	Erosion Control Check Dam, complete in place	10 Each	200.00	2,000.00
20	Silt Fence, complete in place	2230 L.F.	2.50	5,575.00
21	Type I Seeding & Mulching (General)	2230 L.F.	3.50	7,805.00
TOTAL ESTIMATE / B I D				<b>\$ 322,370.00</b>
15 % C O N T I N G E N C E				<b>48,360.00</b>
C O N S T R U C T I O N B U D G E T				<b>370,700.00</b>
E A S E M E N T A C R O S S P A R C E L 120251				<b>12,800.00</b>
				<b>383,500.00</b>



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ADDRESS

### ALONG TAXIWAY MH-7 to MH-11

ITEM	ESTIMATED	UNIT		
NO.	DESCRIPTION	QUANTITY & UNIT	PRICE	AMOUNT
1	6" PVC Pipe 3'-6' Depth, complete in place with Cleanouts	634.00 L.F.	40.00	25,360.00
2	8" DIP Pipe 0'-3' Depth, complete in place	50.00 L.F.	60.00	3,000.00
3	8" VC Pipe 0'-6' Depth, complete in place	350.00 L.F.	45.00	15,750.00
4	8" PVC Pipe 6'-8' Depth, complete in place	840.00 L.F.	48.00	40,320.00
5	8" PVC Pipe 8'-10' Depth, complete in place	- L.F.	52.00	-
6	4' Dia. Standard Manhole 0'-6' Depth, complete in place	5 Each	5,000.00	25,000.00
7	4' Dia Extra Depth Manhole complete in place	8 V.F.	400.00	3,200.00
8	Type I Seeding & Mulching (Lawn)	1,240.00 L.F.	3.50	4,340.00
9	Asphalt Replacement	1.00 LS	15,000.00	15,000.00
10	Silt Fence, complete in place	1,240.00 L.F.	2.50	3,100.00
TOTAL ESTIMATE / B I D				\$ 106,710.00
15 % CONTINGENCE				16,010.00
CONSTRUCTION BUDGET				122,700.00



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E A S E M E N T A C R O S S P A R C E L 120251				<b>12,800.00</b>
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10	Silt Fence, complete in place	1,240.00 L.F.	2.50	3,100.00
TOTAL ESTIMATE / B I D				\$ 106,710.00
15 % CONTINGENCE				16,010.00
CONSTRUCTION BUDGET				122,700.00



- Note:**
- 1. Minimum Slope on 8" main = 0.4%
  - 2. Minimum Slope on 6" main = 0.6%



N  
1 inch = 200 feet

**PROPOSED AIRPORT HANGER RD OUTFALL**

**PUBLIC SANITARY SEWER** ———  
**PRIVATE SANITARY SEWER** - - - -

**City of Burlington**  
**Engineering**  
**Dwg 3773-17**





**Peter F. Bishop**

Director | Economic Development  
City of Burlington | North Carolina  
(O) 336.222.5147 | (M) 252.722.1556

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**8/6/17**

**MEMORANDUM**

**TO:** Hardin Watkins, City Manager

**CC:** Jessica Pasion, Executive Director, Burlington Downtown Corporation  
Sharon Dent, President, Burlington Beer Works Cooperative

**FROM:** Peter Bishop, Director of Economic Development

**RE:** 8/14/17 City Council Work Session Item – Burlington Beer Works, Main Street Solutions Grant

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At the request of the Burlington Beer Works executive team, City Staff is placing an item on the August 14, 2017, City Council Work Session agenda to discuss substituting a previously approved North Carolina Department of Commerce Building Reuse Grant with a North Carolina Department of Commerce Main Street Solutions Grant for the cooperative's brewery and restaurant project.

As described in the attached letter from the Burlington Beer Works to City Council, an alternative source of funding for the renovation project at 302 S. Main Street has come available and is seen as a better opportunity for both the City and the cooperative.

Please contact me if you have any questions. Thank you.

Peter Bishop





**POST OFFICE BOX 991**  
**BURLINGTON, NC 27216**

August 2, 2017

Members of the Burlington City Council

Re: Burlington Beer Works (“BBW”)  
Application for Main Street Solutions Fund Grant

We are respectfully requesting that the City Council substitute our request to the City to apply for a Building Re-use grant on behalf of BBW and instead consider an application on BBW’s behalf for a Main Street Solutions Fund grant.

The reason for this request is that, subsequent to the City Council’s approval of the Building Re- use grant application for BBW, we have been notified by the Main Street Solutions Fund program that it has been funded and it has been suggested by the program that we apply.

We believe that both BBW and the City benefit from substituting the Main Street Solutions Fund grant for the Building Re-use grant for the following reasons:

1. The Main Street Solutions Fund grant is \$200,000.00 and the Building Re-use grant is \$50,000.00, thus providing additional funds so that this project may move toward commencement sooner.

*The Council previously approved an application to the Main Street Solutions Fund program on BBW’s behalf in 2016, however, the program was not funded.*

2. The Building Re-use grant contained clawback provisions requiring the City to be secured by BBW in the event of a breach of grant requirements by BBW. The Main Street Solutions Fund grant does not contain clawback provisions.

Therefore, it is our request that the Council consider, for the reasons set forth above, substituting its approval of the Building Re-use grant for its approval of an application for the Main Street Solutions Fund grant on behalf of BBW.

Sharon Dent, President, Burlington Beer Works Cooperative



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**MEMORANDUM**

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**TO:** Hardin Watkins, City Manager

**FROM:** Amy Nelson, Director of Planning & CD

**Cc:** Nolan Kirkman, Director of Development & Technical Services

**DATE:** August 8, 2017

**SUBJECT:** Bloomberg Mayors Challenge

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The City of Burlington has been selected to compete in the 2017 Bloomberg Mayors Challenge. We were one of the first 300 cities to apply, so we are being given an Idea Accelerator Workshop. A Bloomberg facilitator will join us for the day-long Idea Accelerator Workshop to help us go through and refine our ideas to determine which one we will submit to the 2017 Bloomberg Mayors Challenge. From the ideas submitted, 35 cities will be chosen to receive \$100,000 to further develop their idea. The final idea submission will then occur and 4 cities will be selected to win \$1,000,000 and 1 city will win \$5,000,000, all to go toward implementation of their idea!

Please put a report on the Bloomberg Mayors Challenge on the agenda for the August 14, 2017 City Council Work Session.

If you have any questions, please let me know.

Amy Nelson, AICP, CZO

## BLOOMBERG PHILANTHROPIES, FREQUENTLY ASKED QUESTIONS 2017 MAYORS CHALLENGE

### ELIGIBILITY

#### **How do I know if my government is eligible? Can cities outside of the United States apply?**

In order to be eligible for the 2017 Mayors Challenge, cities must be located within the United States, have more than 30,000 residents within the administrative division of the city or urban area, and must have a local government.

#### **If I am a current or former Bloomberg Philanthropies grantee or a past U.S. Mayors Challenge winner, can I still apply?**

Yes! All cities that meet the eligibility criteria can apply.

### IDEA ACCELERATOR WORKSHOPS

#### **What is an Idea Accelerator workshop?**

Idea Accelerator workshops are full-day facilitated sessions designed to kickstart the Mayors Challenge experience and accelerate the development of your idea. During the day you will learn about and apply tools and methods that will help you better understand an urgent problem facing your city. ***The first 300 cities that RSVP'd to the Mayors Challenge have already been notified that they will receive an Idea Accelerator workshop. Workshops are currently in the process of being scheduled.***

#### **What if I don't have an idea yet?**

We know that cities will be in different places in their application development at the time of their Accelerator workshop –some cities will still be deciding what urgent problem to address, some cities will know what problem they want to solve but won't yet have an idea for a solution, and some cities will have a very early sense of what their solution might be. The Idea Accelerator workshop has been designed to be helpful to cities at all stages and we do not expect that any city has a fully formed idea at this time...or even a partially formed one!

However, during the workshop we will be going through a series of exercises that will be most effective if you come ready with a problem in-mind. If you have not yet selected what problem you want to address in your application, you will not be tied to this problem for the Mayors Challenge application.

We appreciate that some of you may already have a specific idea or solution in mind – that's great! One of the things we've observed, however, is that it's tempting to jump to a solution before you fully understand the problem. With this in mind, we've structured the workshop to help your city unpack the nuances of the problem you're considering in order to generate an impactful solution.

#### **When will my Idea Accelerator workshop take place?**

Your Idea Accelerator workshop will take place between late July and September. If you haven't already done so, please complete the Idea Accelerator Workshop scheduling survey so that we can schedule the workshop ASAP.

#### **How long is the session?**



The session is designed to run from 9am to 4pm. The full day will be required to get the most value out of the session and set your city on the path to a great idea.

### **How many people can I invite to the Idea Accelerator workshop?**

You can invite up to fifteen people to the Idea Accelerator Workshop. For the workshop to be effective, we suggest a minimum of ten people.

### **Who should participate?**

You should invite a diverse set of participants; staff with cross-departmental roles as well as staff from departments working on the selected problem. Ideally, participants from within government will represent a range of perspectives, from leadership roles down to the front line. In addition, you may want to consider including external stakeholders. University partners, representatives from community based organizations, and even residents themselves can all be helpful participants. If you need advice on who to invite, feel free to contact us.

### **Where will these workshops take place?**

The workshops will take place within your facilities unless pre-arranged with our staff. The space will need to be large enough to hold all participants and the facilitator comfortably. It should also have a projector and the complete set-up needed to show slides, as your facilitator will come with a USB drive only.

### **Do we need to bring anything?**

Workshop materials will be delivered to your offices in advance, so be sure to bring those. In addition, please bring pens, notepads, and most importantly, open minds!

### **Do we need to have a problem already selected before the Idea Accelerator Workshop?**

Yes. During the workshop we will be going through a series of exercises that will be most effective if you come ready with a problem in-hand! You will not be tied to this problem for the Mayors Challenge application.

### **We've identified a problem to solve, but we don't have an idea for how to solve it yet. Is that okay?**

Yes, that's absolutely fine. We aren't expecting you to have an idea yet. During the session, we will introduce you to ways you might generate bigger and bolder ideas that have the potential to spread.

### **I received a link to an "Innovation Survey" Do I need to do this?**

Yes. Please complete the Innovation Survey. It will help our facilitators tailor the curriculum to better suit your city's needs.

### **Who do I contact if I have additional questions?**

Send an e-mail to: [mayorschallenge@bloombergcities.org](mailto:mayorschallenge@bloombergcities.org) and one of our dedicated team members will respond as soon as we can!

## **CITY IDEAS**

### **How many ideas can each city submit?**

Each city can submit only one application, representing a single idea that addresses a specific problem. Applications must be submitted by a city hall or a city department (or the equivalent local central administrative body) under the direction of an authorized executive or body (e.g., mayor, deputy mayor, chief executive, city manager, or equivalent). The individual(s) completing the application online must be designated by the city's authorized executive or body.

### **What do you mean when you say an idea has to be “new”?**

We strongly encourage every city to use the Mayors Challenge to help city leaders think big, be bold, and uncover new or unexpected – and ultimately, shareable – ideas that tackle today's most urgent problems. Successful ideas might, among other things, reimagine or drastically improve how cities delivers services, create efficiencies, or improve citizen engagement. Innovation is no longer optional.

### **What characteristics have past winning cities shared?**

Bloomberg Philanthropies' work with cities throughout the world has shown us that the cities that are most successful at generating and implementing innovative ideas also place a priority on:

- Openness and collaboration: Seeking ideas, solutions, and resources from both inside and outside city hall.
- Partnership and engagement: Identifying and leveraging skillsets and funding throughout the community to sustain innovative solutions over time.
- Smart use of technology: Understanding that technology is not, in itself, a solution but is often how to arrive at a solution.
- Testing, learning, and adapting: Starting small, testing, learning, and making incremental impact to learn fast and early and to build both goodwill and strong partnerships.
- Measurement: Articulating the intended impact, measuring it, and then holding people accountable.

### **Can we submit an idea that is already in the implementation phase?**

No. Ideas that are currently being implemented and that have already been launched are not eligible for the competition.

### **What if the idea is new in my city but has been tried or implemented in another city or country?**

While your idea may stand on the shoulders of an idea that came before, cities will have to develop a significantly new element or approach in order to win. To be competitive, the applicant city must turn its idea into something that no city has done before.

### **Should I collaborate with external partners as part of my plan?**

While it's not required, we strongly encourage collaboration — both across government departments and with citizens. One of the best ways to generate new ideas and increase impact is to leverage resources, talent, and creativity from other sectors and from residents.

### **What makes a great idea?**

We're looking for bold solutions to urgent and emerging problems that are relevant today. Specifically, we want to make sure that you are presenting a creative vision that has the potential for meaningful impact. Your plan should demonstrate your city's ability to implement your vision and the potential to transfer your idea to other cities. [Click here](#) to read more about the selection criteria.



## **APPLYING**

### **Can applications come from partnerships of two or more cities, city and regional governments, or other combinations of government entities?**

While submissions can be made only by single cities, a city may submit an idea that involves supporting partners. Partners, for the purpose of the Mayors Challenge, can mean businesses, non-profit organizations, citizens, and other governmental entities, including, but not limited to, state governments, sub-municipalities, and a range of other public systems or institutions.

### **What happens after my city replies?**

You will receive unique login credentials for your city the week after the RSVP period closes on August 18. These credentials will be used to log into the Mayors Challenge application. We encourage cities to immediately consider an urgent problem they want to solve.

### **Do I have to submit the application online?**

Yes. All cities are required to submit their ideas through an online application. In order to apply, eligible cities must first reply to reserve a spot in the competition.

### **How long does it take to complete the application?**

The online application allows cities to view all questions at any time – cities can answer questions in any order as long as they submit the final responses by the October 20, 2017 deadline. The online application includes tools to help applicants track their progress and develop the best responses. Cities are encouraged to start the process as soon as possible. All applications must be submitted online.

### **What if my city has both a Mayor and a City Manager? Who should submit the idea? If my city is in the first 300 to RSVP and is receiving an Idea Accelerator workshop, who should attend?**

The Mayor or Mayor's designee should submit the idea but we expect that the City Manager is also engaged and supportive of the idea. We will defer to each city about the right combination of people in the room for the Idea Accelerator workshop (see Idea Accelerator section of FAQs), but suggest that both decision-makers and practitioners are in the room.

### **What if I have a question about applying or filling out the application itself?**

If you don't find the answer here, you can email questions to [mayorschallenge@bloombergcities.org](mailto:mayorschallenge@bloombergcities.org).

## **JUDGING AND THE FINALIST PROCESS**

### **Who selects the winners?**

The Selection Committee, consisting of a wide range of experts, will support Bloomberg Philanthropies in selecting both rounds of winners.

### **Will big cities have an advantage over smaller cities?**

No. We will judge each idea based on its strengths in addressing the selection criteria. All applications will be judged equally. Past winners in the United States and European Mayors Challenges had fewer than

250,000 residents, including Providence, RI, and Kirklees in the United Kingdom. Santa Monica, CA, a 2013 winner, has fewer than 100,000 residents.

### **What happens after my idea is submitted?**

All applications will be reviewed and evaluated after the deadline. You will receive a notification from Bloomberg Philanthropies by late January 2018 if you are selected to win funds to test your idea.

### **How does the testing phase work?**

35 Champion Cities will win up to \$100,000 each to test and refine their ideas. This funding will give each city the chance to demonstrate the power of its proposal and will create a coast-to-coast accelerator for civic innovation. Following their testing phase, cities will distill learnings and re-submit a final application.

### **What is Ideas Camp?**

Ideas Camp is a two-day intensive workshop, hosted by Bloomberg Philanthropies. Champion Cities will come together with innovation experts and leading urban practitioners from Bloomberg Philanthropies' global network. Here, competitors become collaborators as cities help one another improve their ideas.

### **What are the legal terms and conditions I must agree to as a participant in the competition?**

The complete terms and conditions are available [here](#).

### **When will the winning cities be announced?**

Bloomberg Philanthropies will announce the winners of the competition in October 2018.

### **Are you flexible in what legal entity actually receives the funds?**

Bloomberg Philanthropies will work with the winners to determine the most effective way for your city to receive the funds, in accordance with local regulations.

## **SIGN UP**

### **Do I have to reply to participate?**

Yes. Eligible cities should indicate that they intend to participate by signing up online no later than August 18, 2017. If your city is eligible, you will receive login information to start the online application after replying, and information on scheduling an Idea Accelerator workshop.

### **Does someone from the city have to reply? Can a private citizen apply? What about a community group?**

Each city may submit only one application and the application has to be submitted by the mayor or designate of the mayor. If your city does not have a mayor, then the city's chief executive or a designate of that chief executive should submit. Note that, while the city's designate must submit the application, ideas can come from any source, including from citizens, NGOs, academic institutions, etc.

<http://mayorschallenge.bloomberg.org/frequently-asked-questions/>





## MEMORANDUM

To: Mayor Ian Baltutis  
Mayor Pro Tem Celo Faucette  
Councilmember Bob Ward  
Councilmember Jim Butler  
Councilmember Kathy Hykes

From: Hardin Watkins, City Manager

Date: August 9, 2017

Subject: Informal Discussion of Brunch Bill

Last month North Carolina legislators passed the “brunch bill,” which allows cities and counties to pass local ordinances allowing Sunday alcohol sales starting at 10 a.m. rather than noon. The law also allows retail stores and grocery stores to sell alcohol on Sunday morning. Many communities across NC have been discussing and considering how to react to the recently enacted legislation that allows for Sunday morning alcohol sales. Raleigh, Carrboro, Huntersville, Hendersonville, Asheville, and Wrightsville Beach have all taken action to allow Sunday morning sales.

City staff will be prepared to conduct a brief discussion at the August 14, 2017 Work Session. City Attorney David Huffman will lead the discussion and present an overview of possible language for consideration here in Burlington.

It is our recommendation that the City proceed in the following way:

- Conduct informal discussion at August 14, 2017 Work Session.
- Schedule public hearing for September 5, 2017 City Council Meeting.
- Receive public comments at September 5, 2017 Council Meeting – no action is proposed to be taken on this date. Depending on comments received, Council can direct staff how to proceed.

Please let us know if you have any questions prior to the upcoming Work Session.